

HS50-OWI-002

Revision F

EFFECTIVE DATE: January 28, 2009

ORGANIZATIONAL WORK INSTRUCTION

HS50

MSFC ORGANIZATION MANUAL

APPROVING
AUTHORITY

NAME

TITLE

ORG

DATE

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Manager

HS50

January 28, 2009

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	03/21/05	Revised to reflect changes in Issuances Numbers of Authorities, applicable documents and references appearing throughout this document. Changes names of organizations and organizational codes throughout document in accordance with 12/15/05 reorganization.
Revision	A	08/26/05	Various clerical changes
Revision	B	03/10/06	Various clerical changes
Revision	C	09/22/2006	Various clerical changes
Revision	D	09/20/2007	Various clerical changes
Revision	E	07/22/2008	Various clerical changes
Revision	F	01/28/2009	Revised to remove statements that give directions to persons outside of the Human Resources Services Office. Also revised to delete references to "Employee Services & Operations Office" and replace them with: "Human Resources Services Office.

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1. PURPOSE

This document covers instructions and procedures to be used within the Marshall Space Flight Center (MSFC) for processing MSFC organizational changes. This Organizational Work Instruction (OWI) also sets forth the policy and requirements for establishing, modifying, and documenting the MSFC organizational structure, the organizational change process, and the organizational titling guidelines.

2. APPLICABILITY

This document is applicable to all personnel working with the organizational change process.

3. APPLICABLE DOCUMENTS

- a. NPD 1000.3 - The NASA Organization
- b. Organizational Chart/Charter Tracking Log.
- c. Checklist for ESO Incoming actions.

4. DEFINITIONS

- 4.1 Basic Organization: The basis MSFC organization is comprised of elements which are headed by officials reporting directly to the Center Director, as appearing on the organization chart approved by the Associate Administrator, for Institutions and Management, listed in NPD 1000.3
- 4.1 Basic Organization: The basic MSFC organization is comprised of elements which are headed by officials reporting directly to the Center Director, as appearing on the organization chart approved by the Associate Administrator, for Institutions and Management, listed in NPD 1000.3.
- 4.2 Organizational Charters: The formally approved documents that establish or modify MSFC organizations, including mission statements and enumerated responsibilities.
- 4.3 Organizational Charts: The formally approved charts that establish or modify organizations as appropriate.

5. INSTRUCTIONS

- 5.1 The guidelines established in NPD 1000.3C shall be adhered to in all matters related to organizational changes. The Human Resources Services Office is responsible for:
 - 5.1.1 Managing the formal MSFC organization charters system to ensure that these proposals are in accordance with Office of Personnel Management and NASA personnel policies

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and regulations.

5.1.2 Advising Center Director on merits of proposals, coordinating with NASA Headquarters on changes requiring Headquarters' approval.

5.1.3 Sending the chart/charter to the owner of the electronic manual for distribution.

5.2 Supervisors of Center organizational elements are responsible for developing proposals to establish or modify their organizations or to assign functional responsibility; submitting proposals through supervisory channels to HS50/Human Resources Services Office.

5.3 The proposals shall include present and proposed organization charts; revised charters; present and proposed staffing plans; background material to include the rationale for the action; supervisory/employee ratio; facility and fiscal requirements; and implementing changes after the proposal is approved.

5.4 Changes shall be processed in accordance with the Organizational Chart/Charter Tracking Log and Checklist for Human Resources Services Office Incoming Actions.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

APPENDIX A

8.1 MSFC Organizational Chart/Charter Distribution Tracking Log

APPENDIX B

8.2 Organization Changes Checklist for HS50 Incoming Actions

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9. RECORDS

- 9.1 Record Type: Original signed (paper) copies of organizational charts and charters.
Responsible Party: Human Resources Specialist
Location: Office of Human Capital
Building 4200
Room 344C
Records Retention Schedule: Until revised or superseded.
- 9.2 Record Type: Original signed (paper) and electronic copies of organizational charts and charters.
Responsible Party: Records Custodian
Location: Human Resources Services Office
Building 4200
Room 344 and Office Human Capital Website
Records Retention Schedule: Until revised or superseded

10. TOOLS, EQUIPMENT AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None

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APPENDIX A

MSFC ORGANIZATIONAL CHART/CHARTER



DISTRIBUTION TRACKING LOG

NAME OF ORGANIZATION:

Date:

Checklist for actions to be taken after the Center Director signs chart/charter:

1. _____ Notify Graphics (4-4741) to affix the Center Director's signature on electronic copy of chart. Check to see that dates are actually on original chart/charter. Have Graphics send electronic copy of chart to Web site POC.
2. Make copies of chart/charter for
 - _____ (a) Organization's Human Resources Specialist
 - _____ (b) Administrative Officer of organization that requested the changes;
 - _____ (c) Labor Relations Officer's briefing of unions; (2 copies)
(AFGE/MESA)
 - _____ (d) For HS50 files. (1 copy in binder)
3. _____ Originating organization provides an electronic version of charter to HS01.
4. _____ File charter in H Drive under originating mail code (i.e., TD01).
5. _____ Add date and "signed by Center Director" to the charter on H Drive.
6. _____ Labor Relations shall be briefed. When complete, Labor Relations Officer signs and dates the concurrence sheet. (Give Labor Relations Officer the entire package. He/She signs concurrence sheet in remarks section.)
7. _____ Make a copy of the chart/s and send to HS20 for updating the NASA Personnel and Payroll Systems (NPPS).
8. _____ Prepare Issuance Transmittal Sheet (MSFC Form 1376) to distribute hard copies of revised charter and/or charter as follows: SDL-1; ISO5/25 copies; CS10/2 copies. (Transmittal Sheet can be found at Charters/Issuance/#TBD.)
9. _____ Send to Reproduction Unit for distribution.

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Date actions completed: _____

APPENDIX B

ORGANIZATION CHANGES



CHECKLIST FOR HS50 INCOMING ACTIONS

NAME: _____

DATE: _____

Check List for action to take when chart/charter is received from the organization requesting change.

1. _____ Review for accuracy/completeness of chart/charter/staffing plan.
2. _____ To coordinator for review. (HS01)
3. _____ Submit staffing plan to appropriate Human Resources Specialist. (HS50)
4. _____ Take chart to Graphics to prepare original. (HS50)
5. _____ Receive original chart received from Graphics. (HS50)
7. _____ Review concurrence of original chart by HS01.
8. _____ Provide package to HS50/Human Resources Specialist for review.
9. _____ Receive Package from HS50/Human Resources Specialist.
10. _____ Package to HS50/Manager for concurrence.
11. _____ Submit package to HS01/Director for concurrence.
12. _____ Submit package to DA01/Director for signature/approval.
13. _____ Submit package returned to HS50/for implementation.